

MINUTES OF SPECIAL MEETING  
SUGAR CITY COUNCIL  
WEDNESDAY, NOVEMBER 17, 2021

Presiding: Mayor Steven Adams

Meeting Via Internet and at City Hall Convened at 6:30 p.m.

Prayer: Mayor Adams

Pledge of Allegiance: Councilman Dayley

Present at City Hall and Online: Mayor Steven Adams; Councilors Joy M. Ball, Glenn Dayley, Connie Fogle and Catherine Nielsen; Clerk-Treasurer Wendy McLaughlin; Public Works Director Arlynn Jacobson; City Attorney Chase Hendricks; City Building Inspector and P&Z Administrator Quinton Owens; Planning & Zoning Chairman Dave Thompson; Madison County Emergency Manager Robert Kohler; Realty Quest Agent Judy Hobbs; Sugar Salem School District Superintendent Chester Bradshaw, Board Chairwoman Kristen Galbraith, Trustee Greg Stoddard; Citizens Michelle Adams, and others who may have joined electronically but not identified.

**WELCOME:** Mayor Adams called the special meeting to order. The regular council meeting schedule for Thursday, November 11 was cancelled due to Veteran's Day and moved to tonight.

**CONSENT AGENDA:**

**MOTION:** It was moved by Councilwoman Nielsen and seconded by Councilwoman Fogle to approve the Consent Agenda; motion carried.

**MADISON COUNTY EMERGENCY MANAGEMENT TRAINING:** Madison County Emergency Manager Robert Kohler reported on the following items:

**Emergency Training Opportunity:** elected officials are invited to a four hour training course February 3, 8:00 am – noon in Rexburg. The training will help public officials integrate emergency procedures within their own jurisdictions. Attendees must register. The training and attendance also helps with future available grants.

**Arbor Day Grant:** The Idaho Department of Lands sponsors several grants and includes the Arbor Day Grant. Mr. Kohler can help with the grant application, develop effective community programs using trees and community forest canopies, and create ordinances.

**Emergency Management Website:** a new website is being created from a grant award to facilitate emergency notifications, information, and management. The website will gather live automatic updates on area emergency related conditions for weather, water, traffic, and etc. Mr. Kohler will schedule a training meeting with the council upon completion of the website.

**Riverbank Washouts:** Mr. Kohler reported that two riverbank washouts were discovered on the South Fork of the Snake River and the Sunnydale Irrigation District last fall during high water. He declared the breaches a disaster and is working with the Army Corp of Engineers to engineer a long term fix for the banks.

**BUSINESS PARK LOT SALES:** Judy Hobbs reported that four more Business Park lots of the nine available have been sold to two buyers with two more lots being negotiated. The council reviewed the purchase agreements with Judy. Three lots are currently being held in reserve for a possible sheriff's office, business development office, and city.

**MOTION:** It was moved by Councilwoman Fogle and seconded by Councilwoman Nielsen to approve the Business Park lot sales. Thereupon, the Clerk called roll upon the motion.

Those voting aye: Councilors Ball, Dayley, Fogle, and Nielsen

Those voting nay: None

Motion carried.

**SCHOOL DISTRICT WATER INFRASTRUCTURE:** Sugar Salem School Superintendent Chester Bradshaw reported on the secondary irrigation system the school installed and updated last fall. A summary of the report is listed below:

- All five water shares are being used to irrigate 72 acres of school property using canal (surface) water
- The school irrigates about 2.5 acres using city well (potable) water
- New filter system installed
- Water shares come from the Salem Union Canal Company to the north and the Teton Island Feeder Canal to the south
- End goal to water all greens spaces from surface water benefits both the city and school district
- The same Dalling water shares were gifted to the city in the 2016 Annexation Agreement and later to the school district for the new Jr High by mistake
- The new city water bond included a secondary irrigation system but money was redirected to the Moody water line
- City uses as much as half of the potable water usage irrigating parks
- Private entities should be encouraged to own their secondary irrigation systems with agreements with the city on water share usage
- The school district desires to work with the city on possible future secondary irrigation system extensions and usage
- City Attorney Chase Hendricks is working on an agreement with the school district and will also put together a comprehensive city water rights plan

**PUBLIC COMMENT:** No report.

**PUBLIC WORKS REPORT:** Code Enforcement Officer and Public Works Assistant Jon Turner reported for Arlynn Jacobson on the following items:

**New Public Works Employee:** Mr. Jacobson reported that he hired a new public works person. He will start the week after Thanksgiving.

**Well #5 Update:** The city is closer to going live with the new water system. The SCADA System had a few minor issues that are being fixed. A monitor was installed on the new tank to measure water levels for one week. Divers could not find a leak. The tank has a one year warranty.

**Utility Maps Update:** Mr. Jacobson presented a new program he is using to map the city's infrastructure for water and sewer lines, meters, street signs, and etc. Diamond Maps is \$60 annually and is able to store notes, videos and other information for each item. The information can be used to help maintain, locate, and repair items as well as keep a history.

**SALEM AREA OF IMPACT PROPOSED CHANGES:** Planning and Zoning Administrator Quinton Owens reported that the public hearing notice for the Salem and Teton Area of Impact has been published. The impact area follows school district boundaries proposed by Salem and Teton area residents. Salem residents want to be a part of Sugar City's impact area and remain autonomous with their own Land Use Schedule and Comprehensive Plan.

The public hearing will also address proposed changes to zoning district definitions, buffering, open space, and a new dark sky ordinance. The meeting will be held at the Sugar Salem High School December 1, 2021.

**PLANNING & ZONING REPORT:** Mr. Owens reported on the following items:

- **Public Hearing Annexation:** A public hearing is set for Tuesday, November 23 2021 at Sugar City Hall for several businesses and property owners along west Moody Highway and South Highway 33. Special use permits for warehouse use will also be considered for 180 Sugar Avenue and 473 Business Loop in the Business Park.
- **Planning & Zoning Meeting:** Planning and Zoning will meet tomorrow night to discuss the Land Use Schedule, Comprehensive Plan, and zoning height requirements.

#### **GENERAL BUSINESS:**

**Election Canvass:** Three council seats were up for election: Councilwoman Fogle – 4 year seat, Councilwoman Nielsen – 4 year seat, and Glenn Daley – 2 year seat. Both Councilwomen Fogle and Nielsen ran unopposed and were reelected to their respective seats. Official election results for Councilman Glenn Dayley are listed below:

Precinct	Timothy J Frogue	Glenn Dayley
6	93	256
22 Absentee	<u>5</u>	<u>8</u>
Total	98	264

Total number of registered voters at cutoff – 1,008; election day registrants – 39; total number of registered voters – 1,047; number of ballots cast – 391; % of registered voters that voted – 37.3%.

**MOTION:** It was moved by Councilwoman Ball and seconded by Councilwoman Nielsen to accept the official election results; motion carried.

**Mayoral Appointments:** No report.

**AIC Fall Training:** Councilwoman Ball and Councilman Dayley attended the training in Idaho Falls. Councilwoman Ball reported that the training was worthwhile and worth the effort to attend. She suggested that the “Newly Elected Manual” be ordered for the council and committee members. An online building code class is scheduled. Quinton Owens and Arlynn Jacobson may be interested in attending.

**P&Z Training:** ICRMP Jim McNall taught a well-attended class Monday evening. The City of Teton and Newdale also attended and felt it was helpful. The mayor appreciated the coop

effort between the cities.

**CALENDARED ITEMS:**

**Third Discussion: Parking Regulations (Unlawful Use of Streets, Street Sweeping Parking Ordinance):** The council tabled the proposed parking ordinance in order to give the public notice on the city website and Facebook.

**MAYOR AND COUNCIL REPORTS**

**Business Park Committee:** City Attorney Chase Hendricks will help with the reorganization of the Business Park Committee now that most of the lots have been sold.

**Review of Comprehensive Plan and Land Use Schedule Consulting Agreements:** Mayor Adams reported that the consulting agreement for the Comprehensive Plan and Land Use Schedule are on track. Official updates will be presented in January.

**Review of Fiber Network Planning Contract:** The fiber network contract is also on track and an official report will be given to the council in January.

**Christmas Tree Lighting:** The city will order the cookies and make arrangements with the school for the children to sing at the Christmas Tree Lighting. An events committee will organize the event details on Santa's visit and etc.

**Historic Preservation Commission:** Councilwoman Joy Ball reported that the commission will meet tomorrow night. They will tour the old sugar factory as a possible place for an office and storage. Arrangements are also being made for Dick Dyer, a structural engineer, to walk through the old theater building owned by Harold Harris on Center Street.

Councilwoman Nielsen made a motion for adjournment. Meeting adjourned at 8:40 p.m.

Signed: \_\_\_\_\_  
Steve Adams, Mayor

Attested: \_\_\_\_\_  
Wendy McLaughlin, Clerk-Treasurer